

## SELF-SERVICE CENTER

### PROCEDURE: HOW TO SERVE THE COURT PAPERS BY PUBLICATION

#### STEP 1: PUBLISH THE COURT PAPERS.

Do not copy or file this case paper

- A. How to serve the court papers by publication if you do not know if the other party lives in the county in which your case is pending (Maricopa County) and/or the other party's last known address was not in Arizona.

1. IF YOU ARE PAYING THE COSTS TO PUBLISH, USE ANY PAPER OF GENERAL CIRCULATION not limited to those listed below, but they must use a format acceptable to the Court. Publications that regularly publish legal notices that are familiar with the requirements include the following:

- a. **THE RECORD REPORTER.** Call (602) 417-9900 to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, American Express, and checks or money orders made payable to the Record Reporter, are accepted. The cost, for example, of publishing a Summons in a divorce case is \$65.33 (as of 2/6/2006).

Mail or deliver payment and the letter that is attached to this form along with a copy of the documents you filed with the Clerk, to: Record Reporter, Legal Advertising, 1505 N. Central, Suite 200, Phoenix 85004.

- b. **THE ARIZONA BUSINESS GAZETTE.** Call (602) 444-7315 to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, checks and money orders, are accepted.

Mail payment and the letter that is attached to this form along with a copy of the documents you filed with the Clerk, to:  
Arizona Business Gazette, Legal Advertising, P. O. Box 194, Phoenix, AZ 85001,  
OR if you have already arranged payment, you may fax the documents to (602) 444-7364. **OR,**

You may deposit the above in the DROP BOX near the Clerk of Superior Court's filing counter at 201 W. Jefferson in Phoenix.

**OR,**

2. If you have a Court Order **DEFERRING SERVICE COSTS**, you **MUST** use **THE ARIZONA BUSINESS GAZETTE**. (602-444-7315). Follow the instructions in "b", above and include the **Certified Order Deferring Publication Fees** with the other papers delivered to The Gazette.

**Notice:** There is a filing fee for all Petitions and there are Service Fees. You may request a **"Waiver or Deferral"** of the Filing Fees (and the Sheriff's Service Fees if you intend to use the Sheriff's Office for service) or publication fees at the time you file your papers with the Clerk of the Court.

#### STEP 2: WAIT. Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF SERVICE**.

**STEP 3: COMPLETE YOUR PAPERWORK:**

- A. Fill out the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION** document which is attached.
- B. **ATTACH** a copy of the published notice from the newspaper(s).
- C. **KEEP A COPY** for yourself of the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**.

**STEP 4: FILE THE COURT PAPERS:**

- A. File the original of the **AFFIDAVIT OF CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**, and a copy of the publication, and;
- B. File the original **AFFIDAVIT OF SERVICE** you received from the newspaper(s).

**STEP 5: GO: GO TO YOUR COURT HEARING.** Bring a copy of the Petition, Notice of Hearing, Affidavit Showing Why Publication was Used, and Affidavit of Service with you to the hearing.

**DO NOT BRING CHILDREN TO COURT.**

Do Not Copy or File This Page

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Address

\_\_\_\_\_, 20  
Date

\_\_\_\_\_  
Name of Newspaper

\_\_\_\_\_  
Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No. \_\_\_\_\_  
Enclosed is a copy of the Petition for Dependency and Notice of Hearing stamped by the Clerk of Court.

Please publish a Notice in your newspaper about this court case once a week for four (4) weeks. I understand service in this matter is complete 30 days after the first publication and my hearing can be scheduled no earlier than ten (10) days after service is complete (no sooner than 41 days after the first publication).

Also enclosed is (check one box):

- ☐ A check or money order in the amount of \$ \_\_\_\_\_ for the cost of the publication as requested.  
☐ A certified copy of the Order from the court waiving the publication costs.

When you receive this letter please call me at this area code and phone number (\_\_\_\_\_) \_\_\_\_\_  
to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

\_\_\_\_\_  
Sign your name

Enclosures:

- ☐ Court documents                      AND  
☐ Check or Money Order                      OR  
☐ Certified copy of Court Order of Deferral of Publication Fees